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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Records Schedules; Availability and Request for Comments

AGENCY: National Archives and Records Administration
(NARA) .

ACTION: Notice of availability of proposed records
schedules; request for comments.

SUMMARY: The National Archives and Records Administration
(NARA) publishes notice at least once monthly of certain
Federal agency requests for records disposition authority
(records schedules). Once approved by NARA, records
schedules provide mandatory instructions on what happens
to records when no longer needed for current Government
business. They authorize the preservation of records of
continuing value in the National Archives of the United
States and the destruction, after a specified period, of
records lacking administrative, legal, research, or other
value. Notice is published for records schedules in which
agencies propose to destroy records not previously
authorized for disposal or reduce the retention period of
records already authorized for disposal. NARA invites

public comments on such records schedules.

DATES: Requests for copies must be received in writing on or before [INSERT DATE 30 DAYS FROM PUBLICATION IN THE FEDERAL REGISTER]. Once the appraisal of the records is completed, NARA will send a copy of the schedule. NARA staff usually prepare appraisal memorandums that contain additional information concerning the records covered by a proposed schedule. These, too, may be requested and will be provided once the appraisal is completed. Requesters will be given 30 days to submit comments.

ADDRESSES: You may request a copy of any records schedule identified in this notice by contacting Records Management Services (ACNR) using one of the following means:

Mail: NARA (ACNR), 8601 Adelphi Road, College Park,
MD 20740-6001

E-mail: request.schedule@nara.gov.

Fax: 301-837-3698

Requesters must cite the control number, which appears in parentheses after the name of the agency which submitted the schedule, and must provide a mailing address. Those who desire appraisal reports should so indicate in their request.

FOR FURTHER INFORMATION CONTACT: Margaret Hawkins,
Director, National Records Management Program (ACNR),

National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Telephone: 301-837-1799. E-mail: request.schedule@nara.gov.

SUPPLEMENTARY INFORMATION: Each year Federal agencies create billions of records on paper, film, magnetic tape, and other media. To control this accumulation, agency records managers prepare schedules proposing retention periods for records and submit these schedules for NARA's approval, using the Standard Form (SF) 115, Request for Records Disposition Authority. These schedules provide for the timely transfer into the National Archives of historically valuable records and authorize the disposal of all other records after the agency no longer needs them to conduct its business. Some schedules are comprehensive and cover all the records of an agency or one of its major subdivisions. Most schedules, however, cover records of only one office or program or a few series of records. Many of these update previously approved schedules, and some include records proposed as permanent.

The schedules listed in this notice are media neutral unless specified otherwise. An item in a schedule is media neutral when the disposition instructions may be applied to records regardless of the medium in which the records are created and maintained. Items included in schedules submitted to NARA on or after December 17, 2007, are media

neutral unless the item is limited to a specific medium.
(See 36 CFR 1225.12(e).)

No Federal records are authorized for destruction without the approval of the Archivist of the United States. This approval is granted only after a thorough consideration of their administrative use by the agency of origin, the rights of the Government and of private persons directly affected by the Government's activities, and whether or not they have historical or other value.

Besides identifying the Federal agencies and any subdivisions requesting disposition authority, this public notice lists the organizational unit(s) accumulating the records or indicates agency-wide applicability in the case of schedules that cover records that may be accumulated throughout an agency. This notice provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction). It also includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If NARA staff has prepared an appraisal memorandum for the schedule, it too includes information about the records. Further information about the disposition process is available on request.

Schedules Pending:

1. Department of the Army, Agency-wide (N1-AU-10-75, 1 item, 1 temporary item). Master files of an electronic information system used to track retirement points earned by Reserve soldiers.

2. Department of Homeland Security, U. S. Coast Guard (N1-26-12-2, 5 items, 5 temporary items). Family support program records for cases of alleged child abuse or domestic violence involving active duty members.

3. Department of Justice, Department-wide (DAA-0060-2012-0013, 3 items, 2 temporary items). Component and feeder copies of reports summarizing activities and achievements of the Department. Proposed for permanent retention are weekly compilations of all component reports.

4. Department of the Treasury, Internal Revenue Service (N1-58-11-7, 1 item, 1 temporary item). Records consist of memoranda and background material relating to the general council directive manual.

5. Consumer Financial Protection Bureau, Office of the Ombudsman (N1-587-12-3, 12 items, 10 temporary items). Records include general correspondence, program management files, and administrative records. Proposed for permanent retention are official reports and program policy files.

6. Consumer Financial Protection Bureau, Office of Security (N1-587-12-7, 2 items, 2 temporary items). Records include routine building surveillance recordings and badge access records.

7. Recovery Accountability and Transparency Board, Agency-wide (N1-220-11-2, 14 items, 4 temporary items). General administration records, including routine staff briefings, routine delegations of authority, and other administrative records. Proposed for permanent retention are executive records, manuals, and public and Congressional relations records.

Dated: August 8, 2012

Laurence Brewer

Director, National Records Management Program

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